

2019 Read to be Ready Summer Grant
Budget Code Crosswalk

Category Code	Line Item Number	Descriptor	Notes
71100	116	Teachers	Use this for teacher salaries. If a program director is also teaching, then their funding should be split between this and 72210-105
71100	163	Educational Assistants	
71100	195	Certified Substitute Teachers	
71100	198	Uncertified Substitute Teachers	
71100	369	Contracted Certified Substitutes	Do not qualify for fringe benefits
71100	370	Contracted Uncertified Substitutes	Do not qualify for fringe benefits
71100	189	Other Salaries & Wages	
71100	201	Social Security	
71100	204	State Retirement	
71100	210	Unemployment	
71100	212	Employer Medicare	
71100	299	Other Fringe Benefits	
71100	429	Instructional Supplies & Materials	Use this code for books, writing materials, enrichment supplies, and other instructional supplies
71100	599	Field Trips	Use this code for expenses such as admission and meals while on field trips
72210	105	Program Director	Use this code for Program Director's salary for time spent overseeing program -If they are also teaching then their pay and benefits must be split between this code and 71100-116.
72210	162	Clerical personnel	Such as bookkeeper

72210	189	Translator	
72210	201	Social Security	
72210	204	State Retirement	
72210	210	Unemployment	
72210	212	Employer Medicare	
72210	299	Other Fringe Benefits	
72210	348	Postage to send books home with campers after the conclusion of camp, funds permitting	Budget \$1 in this category as a placeholder; funds can be moved to this category later, budget permitting
72210	355	Travel	This is for travel between sites or to pick up supplies/meals for camp; this is not for travel to RTBR training conferences
72210	499	Other Supplies & Materials	Office supplies/printing material not used in direct instruction of students Also to be used for family books
72210	524	Staff Training and Professional Development	Use this code for expenses related to attending RTBR training conferences such as mileage and per diem.
72210	524	Staff Training and Professional Development	Use this code to cover any necessary First Aid/CPR training expenses.
72120	131	Medical Personnel (Nurse)	
72120	201	Social Security	
72120	204	State Retirement	
72120	210	Unemployment	
72120	212	Employer Medicare	
72120	299	Other Fringe Benefits	
72130	499	Family engagement and celebration supplies— including food	

72310	533	Background Checks	All teachers must have a background check completed in the last 5 years
72710	146	Bus Driver	Cost of driver only
72710	201	Social Security	
72710	204	State Retirement	
72710	210	Unemployment	
72710	212	Employer Medicare	
72710	299	Other Fringe Benefits	
72710	312	Contracts with Private Bus Companies	
72710	314	Contracts with Public Bus Companies	This may include contracting with your district transportation department.
72710	315	Contracts with vehicle owners	
72710	412	Diesel fuel	
73100	165	Cafeteria Personnel	
73100	201	Social Security	
73100	204	State Retirement	
73100	210	Unemployment	
73100	212	Employer Medicare	
73100	299	Other Fringe Benefits	
73100	422	Food Supplies	Food purchased for use during cafeteria hours such as meals and daily snacks for students

Narrative Descriptions

When entering descriptions in the narrative sections please include/note the following:

- If you have multiple school sites, amounts for all sites can be combined in one line item entry or can be separated by school/camp site.
 - If combined, please indicate individual information for each site in the description. 71100-429 -- Instructional Supplies and Materials:

ABC \$ 6,750.00

Books - \$6,000 (\$200/student X 30 students)

Writing Material - \$150 (\$5/student X 30 students)

Enrichment Material - \$600 (\$20/student X 30 students)

DEF	\$ 5,688.00	Books - \$4,800 (\$200/student X 24 students) Writing materials - \$168 (\$7/student X 24 students) Enrichment materials - \$720 (\$30/student X 24 students)
GHI	\$ 4,050.00	Books - \$3,780 (\$210/student X 18 students) Writing Material - \$108 (\$6/student X 18 students) Enrichment Material - \$162 (\$9/student X 18 students)

Remaining funds may be used to purchase additional books for students who attended camp.

- Indicate the number of teachers and teaching assistants (if applicable) and whether they are teaching the full camp or what portion of the camp they will be teaching. This helps us ensure that sites are meeting the required student-teacher(-teaching assistant) ratio at all times. For example:
- 71100-116 -- Teachers:
 - QRS camp will host 30 students. Five teachers will work the entire camp. Two individuals will share the final spot and work 2 weeks each. 6 FTE teachers will be compensated at \$26/hour x 96 hours = \$14,976
 - TUV camp will host 60 students. Eight teachers will work the entire camp at \$26/hour x 96 hours = \$19,968.
- 71100-163 -- Educational Assistants:
 - TUV camp will host 60 students. Two teaching assistants will work the entire camp at \$15/hour x 96 hours = \$2,880.
- List all field trip locations. For example 71100-599 -- Field Trips:
 - The Nashville Zoo (\$3 for students x 30 and \$8 for adults x 10) = \$170
 - Adventure Science Center (\$4 for students x 30 and \$10 for adults x 10) = \$220
 - LMN Bookstore (free)
 - A local farm (free)
 - Lunch at the Zoo \$5/person x 40 = \$200
 - Lunch at the Adventure Science Center \$6/person x 40 = \$240
 - Total field trip admission is \$390
 - Total field trip lunch cost is \$440
 - Total field trip cost is \$830